

The Subcontractor must demonstrate successful recruitment for job requests in all classifications and/or series for which the University has determined a need. Samples include, but are not limited to those outlined in the table below:

JOB TITLE	FLSA CATEGORY	CLASSIFICATION/SERIES TYPES
Tec I	Nonexempt	Electrical technician, mechanical technician, laser technician, optics technician, electro-mechanical technician
Tec II	Nonexempt	Electrical technician, mechanical technician, laser technician, optics technician, electro-mechanical technician
Tec III	Nonexempt	Electrical technician, mechanical technician, laser technician, optics technician, electro-mechanical technician
Tec IV	Exempt	Independent, professional level electrical technician, mechanical technician, laser technician, optics technician, electro-mechanical technician
ASM I	Exempt	Accounting, Human Resources, Technical Administrative Nurse
ASM II	Exempt	Accounting, Human Resources, Technical Administrative Nurse
ASM III	Exempt	Accounting, Human Resources, Technical Administrative Nurse
TSM	Exempt	Physicist, Chemist, Computer Programmer

Attached are sample job descriptions in a few job families within these series. The Subcontractor shall review each job description, and may be expected to recruit for employees with these, as well as other, types of skills.

PROGRAMMER /ANALYST
TSM

Description:

Work as a member of a team supporting the development and maintenance of key Enterprise-wide Information System and infrastructure components. Primary responsibilities include working with forms designers, interface designers, and customers to program a wide variety of extended functionality into the Laboratory's collection of online forms. Extended functionality includes database connectivity, HTML, wizard front-ends to complex forms, form field validation, automated email generation, unique numbering systems, etc. Other responsibilities include MS Windows, NT Server administration and periodic duty as on-call support for a production server environment.

Qualifications:

REQUIRED SKAs: Visual Basic programming experience; HTML, JavaScript and VBScript programming with database connectivity experience. Technical analysis is required to transform user requirements into technical implementation plans. Interpersonal skills are required to worked closely with help desk staff and end users to configure client software and trouble shoot related problems. A high degree of resourcefulness and independence is required as well as the ability to function as a peer in a team of other IT professionals.

DESIRED SKAs: Experience implementing COM Objects in Active Server Pages. Experience administering Microsoft NT Server 4 and Internet Information Server 4. Microsoft ADO, CDO, and SMTP experience. Experience with Microsoft FrontPage. Experience using Adobe Exchange 3.01 or Acrobat 4.0 to create and modify PDF forms.

Education:

Bachelors degree in Computer Science or equivalent degree and experience.

COMPUTER TECHNICIAN
TEC III

Description:

Perform system and network administration for IBM PC and clone computers connected to a heterogeneous network. Administration duties include: interfacing with users to determine hardware, software, and networking requirements; act as the point-of-contact with network users; design and install network configurations; install and upgrade operating system and network configuration; perform periodic system backups; assist users; answer technical questions and take corrective action; research new hardware and software methodologies and be cognizant of emerging technologies and trends in networking; evaluate networks of potential customers; develop and implement disaster recovery plans; assist in writing computer security plans; perform system analysis for performance tuning and capacity planning. Team duties include acting as primary contact for designated customer contacts; helping other team members with workload as needed; participating in continuous process improvement efforts. In addition, help refine team objectives; work with team in scheduling commitments and resources; provide leadership and help mentor other team members; coordinate and integrate activities with other teams. Some non-standard working hours may be required.

Qualifications:

REQUIRED SKAs: Demonstrated knowledge of PC hardware and software, including Dos, Windows 3.x, Windows 95, Windows NT, and Novell. Demonstrated knowledge of network management with protocols including TCP/IP, Novell NetWare, and Microsoft networking. Excellent verbal and written communications skills required. Must have excellent problem solving skills, and the ability to interact in a friendly, responsive, timely manner with customers. Must be able to work in a team environment. Demonstrated ability to work in a self-directed manner and to take initiative to identify and solve problems.

DESIRED SKAs: Experience with other systems such as UNIX and Macintosh, focused on interoperability issues. Experience with and training in computer security.

Education:

Associate degree or higher in Computer Science or other relevant technical field, or equivalent combination of education and experience.

ELECTRONIC/MECHANICAL TECHNICIAN
TEC II

Description:

This Electro-Mechanical Technician will be in charge of a small machine shop, satellite waste storage facility, and a transfer of oil to/from Marx Tank. Successful applicant must be able to operate a crane and a forklift, assist with installation and operation of the vacuum system, maintain a chemical inventory, and keep current all CAD drawings at the facility. The assignment will also include discharging the Marx capacitor bank and working with an X-ray camera. After a one-year assignment to the facility, the selected applicant will join the installation crew in charge of installation of beam line components for the accelerator.

Qualifications:

REQUIRED SKAs: Qualified machinist. Able to operate lathes and milling machines, qualified to operate cranes and fork lifts, and have basic skills with use of an Autocad 14 drafting system. Proven experience with assembly and installation of beam line components for the accelerator, and have basic skills with construction and leak checking of high vacuum systems.

DESIRES SKAs: Manage documentation of chemical s and be familiar with MSDS and write SOPs and SWPs.

Education:

Trade school or equivalent education and experience.

HEALTH/ENVIRONMENTAL TECNICIAN TEC III

Description:

Conduct work on specialized radiation protection technical assignments. Provide technical consultation to other team and facility personnel. Help develop radiation protection procedures as well as training programs to support these procedures. Participate in facility design, instrumentation analysis, DOE Order implementation, data analysis, and quality assurance activities. Become highly knowledgeable from a radiation protection perspective of Laboratory facility design and operations. Evaluate field radiological conditions and needs. Primary radiation protection contact for visitors and auditors. Review SOPs, SARs, and other safety related documentation. Develop action plans and corrective actions of radiation protection audits. Interact with individuals from a variety of scientific, engineering, and technical disciplines. Independent as well as team leadership responsibilities for various assignments. Provide oversight and direction for emergency response.

Qualifications:

REQUIRED SKAs: Extensive demonstrated experience in radiation monitoring, personal exposure control, and other operational health physics activities. Working knowledge of applicable federal radiation protection requirements as well as basic radiation protection principles and practices. Demonstrated interpersonal skill and good written and oral communication skill. Demonstrated knowledge and understanding of facility and exposure controls for radiation protection. Demonstrated ability in problem solving, incident investigations, and emergency response. Ability to obtain a Q Clearance.
DESIRED SKAs: Working knowledge of computer software and systems highly desired. Experience in radiation protection training, RCT qualified or equivalent.

Education:

Applicable Associates Degree or equivalent combination of training and experience.

CHEMICAL TECHNICIAN
TEC III

Description:

Perform organic analysis in support of environmental, industrial hygiene, and hygiene; and research and development programs. Analysis will include the following techniques: GC, GC/MS, Liquid Chromatography, IR spectrometry, and other techniques. Will prepare standards, sample preparation, calibrate laboratory equipment, analyze, review data for content, and accuracy, and input data to LIMS database. Will be responsible for following established procedures, ordering supplies, and maintaining laboratory cleanliness. Work with minimal supervision within a team environment and communicate daily with a variety of customers.

Qualifications:

REQUIRED SKAs: Experienced in performing routine VOA, SVOA, PCB, and HE organic analysis following SW 846 protocols. Demonstrated analytical chemistry expertise in sample extraction, analysis and interpretation. Troubleshooting and maintaining complex analytical equipment. Ability to work safely within a chemical laboratory environment as evidenced by recent work history.

DESIRED SKAs: Willingness and ability to learn multiple instrumental techniques. Experience in operating HP Chemstation software, familiarity with common LIMS features, knowledge of PC based word processing and spreadsheets, and experience in interpreting IR spectroscopy data. Knowledgeable of industrial hygiene practices and associated analytical methods.

Education:

Bachelors degree in chemistry or related field.

PROJECT SCHEDULER
ADMINISTRATIVE STAFF MEMBER I

Description:

Develop and maintain a tracking database for items to be analyzed/evaluated as part of the R&D materials and surveillance (MIS) program. Update the tracking system database on periodically, and file experimental results for this project. Compile, edit, format, and issue item reports. Compile, edit, and issue lead Laboratory quarterly progress reports for internal and external (DOE) reporting. Ensure the quality and accuracy of information provided in all reports. Provide writing and editing support for the project leader, Principal Investigators, and others, as identified. Assist with the development of new procedures as required. Must work closely and effectively with the MIS Project Leader to perform activities related to planning, resource estimating, scheduling, system maintenance, baseline development and maintenance, performance reporting and analysis, as well as work package development. Provide support for other special projects, as necessary and provide backup to others on the team. Assemble materials characterization data packages and perform image analysis on structures as requested by the customer. Perform other related tasks, as required.

Qualifications:

REQUIRED SKAs: Extensive knowledge and experience in applying theories, principles, and techniques of project management to projects, including baseline development, system maintenance and change control. Demonstrated computer literacy, including the use of project management and other software (i.e., Primavera Sure Trak Project Manager, MS Word, MS Excel, Photoshop). Strong organization skills, as evidenced by the flexibility to work on multiple tasks simultaneously. Proven ability to work in a team environment with minimal supervision. Demonstrated excellent oral and written communication skill. Demonstrated ability to interact with various managers and independently respond to special requests.

DESIRED SKAs: Knowledge and experience with image analysis programs. Active Q Clearance required, also subject to Personnel Security Assurance Program (PSAP). Candidates who are invited for interview will be subject to a pre-employment screening check, medical examination and drug test, and must consent to be in the program at the time of the interview.

Education:

Bachelor of Science or Art Degree with emphasis in technical writing, or a combination of education and experience.

MECHANICAL ENGINEER
TSM

Description:

The selected candidate will work as a design engineer on a variety of engineering projects. The project variety may include design and analysis of accelerator components, vacuum equipment, precision mechanical equipment and other state-of-the art hardware. Designs are both static and dynamic. The selected candidate will apply general-purpose analysis codes for structural and thermal engineering problems using FEM. Responsibilities may include project estimation engineering analysis and application of fabrication techniques. CAD knowledge will complement the task assignments.

Qualifications:

REQUIRED SKAs: Experience as a mechanical engineer including a wide range of tasks such as structural and thermal analysis, design, fabrication, and testing of hardware made of a variety of materials. This job requires knowledge in design and manufacturing techniques in metals fabrication and precision components.

DESIRED SKAs: Cosmos/M capabilities and either Unigraphics or Pro-Engineering software background.

Education:

Bachelors degree in Mechanical Engineering or Aero/Astro Engineering or related field.